

## **Prelim Checklist for Candidates**

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1. Select adviser [someone you can work with and who will support you]
2. Complete approved program of study [consult Advancement to Candidacy process and forms] –this includes:
  - a. no EXs or incompletes
  - b. Passing grades for Prosem 1 and 2 and for qualitative and quantitative methods requirements
3. Consult with adviser on committee members and areas of questioning
4. Approach committee members; negotiate questions
5. Inform adviser of committee composition
6. Inform staff of intended date of written exams; specify four-hour or 24-hour option
7. Pick up prelim questions, write, and turn in answer *within allotted time to staff*
8. Repeat process for each written exam
9. Compose dissertation proposal. Vet with adviser
10. Turn in dissertation proposal to adviser who will forward to staff after final approval
11. Meet with adviser to narrow down possible defense times
12. Wait for staff to doodle rest of committee
13. Show up for and pass oral examination
14. Celebrate

## **Prelim Checklist for Advisers**

1. Verify that candidate has completed approved program of study [consult Advancement to Candidacy process and forms]
2. Verify with staff that student has completed and passed both prosems and methods required courses
3. Advise student on committee composition and areas of questioning
4. Consult with committee members on program expectations. If external committee member is new to ICR process, it is the adviser's responsibility—not the student's— to acquaint said member with our procedures
5. Compose question for examination
6. Gather all prelim questions to ascertain no major overlaps nor gaps
7. Send staff all prelim questions
8. Consult with staff on appointment of committee
9. Ascertain that Graduate College forms are requested and filed
10. Verify with committee members that questions and dissertation proposal are suitable for defense
11. Approve the dissertation proposal and communicate with staff that it is ready to be circulated, with the prelim answers, to other committee members
12. Meet with student to narrow down possible defense times
13. Direct staff to make doodle with agreed upon times as per #11
14. Direct staff to make arrangements for oral examination
15. Chair oral examination and ensure proper paperwork has been requested
16. Report result to staff using paperwork provided by staff
17. Optional debriefing meeting with ABD candidate regarding next steps in dissertation

## **Prelim Checklist for Staff**

1. Open a prelim exam file under the candidate's name
2. Check student grade record and check with adviser to make sure:
  - a. There are no EX or incomplete grades
  - b. Student has completed, with passing grade, Prosem 1 and 2 [MDIA 571 and 572]
  - c. Student has fulfilled qualitative and quantitative methods requirements with passing grades (confirm this with adviser, who will know which courses are being used to fulfill these requirements)
3. Prepare committee form from the Graduate College
4. Deposit committee members' questions in student's prelim file [these should come in via the adviser]
5. Upon indication from adviser, consult with candidate on scheduling of exams and 4-hour or 24-hour option [not on Fridays or long weekends, Mon.-Thu. only]
6. Transmit questions to candidates at requested times
7. Collect written answers from candidates at required times
8. Deposit dissertation proposal from candidate after adviser approval
9. Schedule oral examination after securing availability from candidate [at least three-four weeks ahead]:
  - a. secure times that adviser and student can meet
  - b. then distribute doodle to rest of committee
10. Prepare paperwork and conference room for oral examination
11. Prepare teleconferencing capacity when required for oral examination
12. Transmit report of examination outcome to Grad College and OAR